



Executive Director Job Description

New England Resident Service Coordinators, Inc. (NERSC), is a 501©3 non-profit organization whose mission is to build a community of learning for Resident Service Coordinators (RSCs) to enhance the lives of the people they serve. RSCs work in affordable public housing, as well as for private housing management companies, serving older adults, persons with disabilities, families, and youth populations to help them maintain an independent healthy lifestyle through programs and services.

NERSC is an education-based organization, providing significant training and continuing education for RSCs in New England and beyond. NERSC is best known for an in-person annual conference in May and has recently introduced a second annual conference that is held virtually in November. Additionally, NERSC offers a membership program, as well as year-round live and on-demand webinars to help RSCs obtain the continuing education credits they need for HUD compliance.

Our Organization is committed to providing an environment of mutual respect where employment opportunities are available to all applicants, personnel, and partners without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law. NERSC believes that diversity and inclusion is critical to our success and as such we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

About the Position:

The Executive Director reports to the Board of Directors and works to implement and carry out tasks that support the organization in achieving its mission and financial objectives. The Executive Director will lead, manage, and provide oversight of NERSC operations, and fundraising efforts. This is a full-time, exempt, remote position, and the employee must reside in New England. Periodic travel will be required to fulfill some job requirements.

The NERSC Executive Director would:

- Collaborate with the Board of Directors to identify, create, and implement strategic plans to actualize organizational objectives and implement and manage them following the organization's mission.
- Collaborate with the Board of Directors to uphold, advance, promote, and expand on NERSC's Diversity Equity Inclusion and Belonging guiding principles and practices.
- Develop, lead, oversee, and meet annual fundraising and revenue generation programs that include, but are not limited to sponsorship, membership, grants, and event registration.
- Identify potential risks and opportunities within the organization and its environment to protect business interests. This includes contract negotiations and insurance policies.
- Work with the board committees to develop and implement the goals and tasks associated with board development, fund and finance, public relations, human resources, educational programs, membership, certification, and credentialing.
- The Executive Director would possess strong Interpersonal Skills, identify, recruit, train, develop, and evaluate a talented team of employees who can lead and manage the organization's programs and events that include, but are not limited to, annual conferences, virtual conferences, online learning, and membership.
- Monitor company operations and ensure employees and business practices comply with regulatory and legal requirements.
- Develop the organizational culture and promote transparency and collaboration throughout the organization.

- Increase public awareness of NERSC by fostering partnerships with educators, sponsors, exhibitors, property management companies, and other relevant parties.
- Represent the company in ways that strengthen the NERSC brand and communicate the organization's message.
- Oversee and facilitate the day-to-day bookkeeping operations, including budgeting, payroll, account receivables and payables, banking, payment platforms and working with the accountant for our annual tax preparation. File required quarterly State and IRS tax reports.

This position's responsibilities may include and are not limited to other such duties that may be deemed necessary.

Requirements:

- 5+ years non-profit management leadership experience preferred.
- Excellent understanding of and experience with revenue generation, fundraising, grant writing, and Board Development.
- Proven ability to develop and execute financial strategies.
- Excellent written and verbal communication skills.
- Demonstrated knowledge of corporate and regulatory best practices.
- Organization and leadership skills.
- Strategic thinking and analytical skills.
- Proficient in Microsoft Word, Excel, PowerPoint, Publisher, email, Canva and Google Docs.
- Familiarity with social media outlets including Facebook, LinkedIn and Instagram.
- Experience with or ability to learn our membership/registration software (YourMembership) and conference software (Conference Tracker).
- Multi-tasker with a strong attention to detail.
- Self-motivated and ability to work independently.
- Event management experience preferred.
- Trustworthy, courteous, and positive attitude a must.
- Ability to lift 25 lbs and be on your feet for long periods of time.
- Ability to do some travel as needed and participate in our in-person meetings, conference site selection, and annual in-person conference, usually in the first week of May.
- Must have safe working environment.

Salary Range \$85K - \$100K

Equal Opportunity Employer

Please send resume and cover letter to info@nerscinc.org.